



*Discipline and Grievance Procedure for General City Employees*

**GRIEVANCE INITIATION**

Department of Employee Relations

City of Milwaukee (R. 8/12)

DER File # \_\_\_\_\_

**Policy Statement**-The City of Milwaukee strives to create employment policies that treat employees fairly and equitably and to ensure that disciplinary actions are prompt, uniform, and impartial. The City of Milwaukee has established this Grievance Procedure for eligible employees to utilize in matters concerning disciplinary action that are not appealable to the City Service Commission. Employees who are not subject to the rules of the City Service Commission as defined under 63.27 of the Wisconsin state statutes are not covered by this Procedure.

Regularly appointed employees, who have passed probation, may use this grievance procedure for written warning notices or disciplinary actions of unpaid suspensions of 1 to 15 days. Employees covered by this Procedure who receive two or more suspensions within six months of a former one, independent of the length of such second suspension, are required to file an appeal on the second and subsequent suspensions with the City Service Commission in accordance with RULE XIII, Section 2, if they choose to contest the discipline.

**Instructions** - Every reasonable effort should be made by employees and supervisors to resolve any concerns, questions, or misunderstandings that have arisen from the imposition of discipline before filing a grievance. If discussions with the employee's supervisor do not resolve the issue, a grievance initiation may be filed within five (5) working days from the employee's receipt of the disciplinary notice at a management level just above the chain of command at which the discipline was administered. A copy of this Grievance Initiation form should also be sent to the Department of Employee Relations – Labor Relations Division – Room 701, City Hall.

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| <b>Employee Name:</b>                                                                                                                                                                                                                                             | <b>Title:</b>      |
| <b>Telephone #:</b><br><b>Email address:</b>                                                                                                                                                                                                                      | <b>Department:</b> |
| <b>Date Disciplinary Notice was received:</b>                                                                                                                                                                                                                     |                    |
| <b>1. What is the disciplinary action you wish to grieve?</b> <i>Please provide the pertinent facts related to the discipline including a copy of the disciplinary notice. Attach additional sheets if necessary.</i>                                             |                    |
| <b>2. Why do you wish to grieve this disciplinary action?</b>                                                                                                                                                                                                     |                    |
| <b>3. Have you discussed your concerns about the discipline with any management personnel within your Department?</b> <i>Please provide name, title, date of discussion, and contact information as well as a brief summary of the outcome of the discussion.</i> |                    |
| <b>4. What do you recommend be done to resolve this grievance?</b>                                                                                                                                                                                                |                    |
| <b>Employee Signature:</b>                                                                                                                                                                                                                                        | <b>Date:</b>       |